

Date

name

address

city, state, zip

Re: provider name

Provider #

Notice of Wisconsin Shares Child Care Authorizations Ending

The Wisconsin Department of Children and Families and (insert name of local agency) are responsible for statewide administration of the Wisconsin Shares child care subsidy program and are responsible for monitoring program integrity pursuant to §49.155, *Wisconsin Statutes*.

Effective (Enter Saturday Date Authorizations are Ending), (insert name of local agency) is ending all Wisconsin Shares Child Care Authorizations to your business based on the recent revocation, suspension, or denial of your child care license dated (insert date of licensing notice).

Pursuant to DCF 201.04(5)(c) If a child care provider submits false, misleading, or irregular information to a child care administrative agency or the department or if a child care provider fails to comply with the terms of the program in s. 49.155, Stats., or this chapter and the provider fails to provide to the satisfaction of the department an explanation for the noncompliance, the child care administrative agency or department may take one or more of the following steps:

- 1. Refuse to issue new child care authorizations to a provider for a period of time not to exceed 6 months.*
- 2. Revoke existing child care authorizations to the provider.*
- 3. Refuse to issue payments to the provider, in addition to the authority granted to the department under s. 49.155 (7) (b) 4., Stats.*
- 4. Recoup overpayments under par. (e) or (ed).*
- 5. Impose a forfeiture on the provider under par. (cg).*

The licensing agency's decision to revoke, suspend, or deny your license is only made after a careful review of evidence. Therefore ending child care authorizations as a direct result of a revocation, suspension, or denial of a child care license for violating licensing rules is an appropriate exercise of our discretion to ensure that child care dollars are spent to provide quality care.

Pursuant to DCF 201.07(1) Wisconsin Administrative Code, you have the right to appeal this decision. Your written request for an appeal must be sent directly to and received by the Division of Hearings and Appeals no later than thirty (30) days from the date of this letter. Please include a copy of this letter with your appeal. Send all appeals to:

Division of Hearings and Appeals
5005 University Avenue, Suite 201
P.O Box 7875
Madison, WI 53707-7875

Sincerely,

DRAFT